

**SATELLITE CAMP
ADMISSION AND ORIENTATION
Inmate Handbook**



**FEDERAL CORRECTIONAL INSTITUTION
THREE RIVERS, TEXAS**

APRIL 30, 2009

DAN JOSLIN, WARDEN

SATELLITE CAMP STAFF

Camp Administrator - S. W. Phelps

The Camp Administrator oversees all Camp operations in accordance with policies established by the Warden. He establishes rules and regulations governing Camp operations, assigns jobs, manages the budget, and performs other duties assigned by the Warden. The Camp Administrator provides guidance and direction to Camp staff regarding inmate issues and Camp operational procedures. He is responsible for supervising the Case Managers, Counselors and Secretaries. He is the chairperson for unit team meetings and Unit Discipline Committee hearings. He ensures the A&O program, Unit A&O, and Release Preparation Program comply with BOP policy. He monitors casework to ensure deadlines and policy requirements are met. He is responsible for ensuring sanitation at the Camp is maintained at the highest level.

Case Manager

B. Serreno, Tilden Case Manager

L. Farias, Uvalde Case Manager

The Case Manager is responsible for preparing initial classifications and program reviews (team meetings), parole hearings for old law cases, correspondence, the release preparation program, halfway house referrals, transfers, and other duties as assigned. He/She also acts as a liaison with the community and criminal justice authorities. All questions regarding your individual case should be addressed to your Case Manager.

Correctional Counselor

C. Brinkman, Tilden Counselor

D. Esparza, Uvalde Counselor

The Counselor is responsible for visiting and telephone lists, furlough applications (to be submitted at your team meeting), Financial Responsibility Program paperwork, administrative remedy forms, unit sanitation, bed assignments and other duties as assigned. Counselors do individual and group counseling, and are available to assist you in resolving problems or addressing your concerns.

Camp Secretary - N. Litofsky

The Camp Secretaries perform clerical and administrative duties in support of the unit team, process release paperwork and do typing and filing. **He/she is not a primary contact when you have a concern.**

Camp Officer

The Correctional Officer has direct responsibility for daily supervision of inmates, accountability and the enforcement of rules and regulations. He/she is responsible for conducting counts, performing random searches of inmates and areas, processing inmates in and out of the Camp, controlling contraband and ensuring inmates comply with rules and procedures. The Camp Officer is a member of the unit team, and is available to assist you in resolving problems and addressing concerns.

ADMISSION AND ORIENTATION PROGRAM

Upon arrival at the Camp, either by direct admission or transfer from another institution, all inmates are placed in the Admission and Orientation Program. During this period, information about all areas relating to incarceration at the Camp is provided through lectures by Camp staff and other institution staff. Medical screening for job placement and educational testing to determine school requirements occurs while in the A&O program. Specific jobs will be assigned on a daily basis to A&O inmates by the Camp Officer. All A&O inmates are required to attend the lectures and call-outs and perform temporary work assignments as specified by staff.

Unit Classification and Reviews

The unit team will conduct initial classifications within 30 days of arrival and follow up program reviews as posted on the housing unit bulletin boards and indicated on the inmate call-out sheet. Unit staff are available from 7:30 a.m. - 4:00 p.m. daily and on federal holidays, and until 9:00p.m. Monday thru Friday.

Bed Assignments

The Camp Officer will make initial bed assignments. Any further movement, including bottom bunk assignments, will be requested through the unit Counselor. Inmates who require bottom bunks must be authorized by medical staff, and have priority for bottom bunks due to medical need. Otherwise bottom bunks are assigned by seniority.

Commissary

An ID card which is issued to you upon arrival must be carried at all times and presented when shopping at the commissary. A lost card will be replaced by submitting a request to your counselor for \$5.00 which will be removed from your inmate account prior to the card being replaced. Commissary staff will answer questions concerning purchase of special items not included on the regular commissary list. Inmates can check their balances and purchase phone credits through the inmate telephone system and the TRUFACS terminal located in the commissary.

Deposits to commissary accounts from outside sources will be made through Western union and the National Lockbox located at the following address:

Western Union Quick Collect transactions, the following must be provided: 1) Inmate Register Number; 2) Inmate Name; 3) City Code: FBOP; 4) State Code: DC

Federal Bureau of Prisons
Inmate Name, Inmate Register Number
P. O. Box 474701
Des Moines, Iowa 50947-0001

Please notify all persons who send funds **NOT** to enclose personal checks, letters, pictures or any other items. They must have the inmate's committed name (no nicknames) and register number printed on all money orders; U. S. Treasury, state and local government checks; any foreign negotiable instruments payable in U. S. currency; and envelopes.

The Camp commissary sales schedule is Tuesday thru Thursday from 6:30 - 7:30 a.m. and 10:00 a.m. - 11:30 a.m. At these times sales for grocery items, debit card credits, special purpose orders, photo tickets and stamps are conducted. The commissary sales schedule is determined by the fourth and fifth digits of your registration number as follows:

Tuesday 00-33 Thursday 67-99
Wednesday 34-66

Work Assignments

Every inmate who is medically able is required to work. Inmates in the A&O program work as assigned by the Camp Officer until placed on a regular detail. The first job assignment may be made on the basis of Camp needs or job availability. When possible, jobs will be assigned based on an evaluation of the inmate's skills and past job experiences. Inmates should inform the Counselor or Camp Administrator of these skills.

Type of Jobs

There are jobs available at the Camp in the following departments: UNICOR Industrial Warehouse, Main Warehouse, Education, the housing units, Food Service, Facilities, Recreation, VT shops, Chapel, Laundry, Commissary, Health Services and on the compound. To work on an outside detail, inmates generally must be at the Camp for at least one year and exhibit exemplary conduct and responsibility. Additionally, the inmate must have no pending charges with other law enforcement agencies. Your criminal history will be taken into consideration prior to assignment to a community based (outside) detail.

How to Change Jobs

An inmate who wants a job change may fill out an Inmate Request to a Staff Member form requesting a change. This request must contain the following information: name and register number, the job requested, and a brief reason for the change. **The request should be signed by your current job supervisor and by the supervisor of the job you are requesting.** The form should be addressed to the Camp Administrator. Inmates are expected to work on an assignment a minimum of 90 days prior to consideration for a job change.

Town Hall Meetings

Town hall meetings are conducted monthly or more often when deemed necessary in order to make announcements and discuss Camp issues. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the Camp as a whole, rather than personal questions or problems. Personal problems/questions should be brought to the attention of Camp staff on an individual basis, rather than in the general forum of a town hall meeting.

Recreation

Recreational and leisure activities are available with specific programs and times posted in the Recreation Department and on the unit bulletin boards. The track opens at 6:00 a.m. for inmate use. All musical instruments must be registered with the Recreation Department.

Counseling Groups

Counseling groups are available through your Counselor, the Psychology Department and Religious Services. Information for current course offerings is posted in the respective department and on housing unit bulletin boards.

Education/Vocational Training

The Education Department offers a variety of programs to include GED, ESL, Parenting, Adult Continuing Education and vocational training. A complete list of available programs and requirements for enrollment are available in the Education Department. Information is also posted on the housing unit bulletin boards. A basic law library is located in the Education Department and includes typewriters, legal books and a copy machine for your use. Typewriters are to be used for legal work only.

The Education Department holds open house every Monday and Friday from 10:30 - 11:30 AM and 2:00 PM - 3:30 PM to provide an opportunity to see staff and ask questions relating to the Education Department.

GED and ESL Class Times

Monday through Friday: 7:30 a.m.- 9:00 a.m, 9:00 A.M.-10:30 A.M. & 12:00 p.m. - 2:00 p.m.,

The Leisure Library and Law Library hours are:

Monday through Friday: 7:30 am - 3:30 pm & 4:30 pm - 8:30 pm

The legal reference material can only be checked out for use in the library. It cannot be taken out of the library for overnight use, nor may they be taken to other parts of the Educational Complex. Typewriters are available for preparation of briefs, motions, communication with the courts, attorneys, administrative agencies of the Department of Justice, congressmen, news media and colleges and universities.

LIBRARY RULES:

The leisure library is a valuable resource intended for the benefit of the entire inmate population. To ensure that the library collection is maintained at a high level of quality, the following rules are:

- 1) Only two (2) leisure library books and one (1) inter-library loan (ILL) books may be checked out and in your possession at a time. All ILL book due dates are set by the lending library and may be extended only at the discretion of the lending library.
- 2) Inmates may extend the check-out of a Interlibrary Loan book only one time. Extension times vary by library.
- 3) Only leisure library books and Inter Library Loan books are allowed to leave the leisure library. No magazines, newspapers, legal books will be removed from the library area. They may not even be taken to other parts of the Education Department.
- 4) By receiving a book, or interlibrary loan book, inmates assume full responsibility for returning it on or before the due date.
- 5) By receiving a newspaper or magazine, inmates assume full responsibility for returning it on or before the designated yard recall for the time period that you are in the leisure library area. You must return the library book, magazine or newspaper you borrow by the due date in the same condition it was borrowed, or you will be subject to disciplinary action. Possible sanctions include restricting library privileges, monetary restitution and disciplinary segregation.

TRULINCS: is a service provided by OPM Trust Funds but located in the SCP Leisure Library. The e-mailing system is designed to bridge the communication with family members, friends, and others for a more accessible and convenient for all who take part in the new innovative system.

Inmates are to sign-up with their designated counselor to become activated within the TRULINCS system. You are allowed to make copies for fifteen cents a copy and funds will be deducted your trust fund account.

COPY SERVICE

A debit-card operated machine is available for inmate copy service. The machine is located in the Education Office and is to be used for legal materials only.

Grooming

Each inmate is responsible for their personal appearance. Clothing should be clean and neat. During work hours, the work uniform will be worn at all times. Shirts are to be kept tucked in at all times and belts must be worn. Dirty clothes should be laundered immediately. Poor personal hygiene will result in unit staff intervention. Basic hygiene items will be issued to new arrivals and are available from the Camp Officer. Other hygiene products are sold in the commissary.

Religious Services

There are a wide variety of religious programs offered at SCP Three Rivers. Faith groups recognized by the BOP are allotted time and space for service and study on a weekly basis. Please refer to the Chapel schedule for your religious preference meeting times. In addition to providing service and study times, the Religious Services Department offers a wide variety of materials for spiritual enrichment. There is a video library available to the general population during leisure time.

All religious headgear and medallions are available for purchase via a special purchase order. Inmates who desire to purchase religious headgear must first seek approval from Chapel staff. For other religious property including religious medallions, necklaces and authorized vendor catalogs are available in the Chapel to select the items of your choice.

In case of serious illness or death of an immediate family member, your family should be informed by you shortly after your arrival, to call the institution as soon as possible with the emergency notification. The institution phone number is 361-786-3576. It is your responsibility to pass this information on to your family, so if there is an emergency, the notification can be processed according to policy and procedures. Once the information is verified, the Chaplain may assist you with counseling and telephone contact with your family. In the case of an immediate family member death, the Chapel staff will be available to facilitate the process of receiving a recording of the funeral/memorial service.

Health Services

PHILOSOPHY OF MEDICAL CARE:

The primary purpose of this information is to introduce you to Health Services Department, to explain the process by which to obtain medical care, and to provide you with basic patient education. Please refer to this manual whenever you have questions regarding medical care. While you are incarcerated, access to medical care is a right, not a privilege. Medical care will never be withheld from you for disciplinary reasons. Medical complaints are taken very seriously by staff, and you will always be cared for in a timely and professional manner. You should understand at the onset, however, that malingering or faking illness cannot and will not be tolerated. A disciplinary procedure is in effect for those who choose, for whatever reason, to fake illnesses or injuries.

Our prime objective is to promote good health, and to provide health care comparable to that available in the community. In order for this system to work well, your cooperation is required. Medical staff are very conscious of medical ethics and responsibilities. They will treat you with respect and dignity. In return, we expect you to treat the medical staff as the professionals they are. This means being punctual for appointments. It also means observing good personal hygiene, and carefully following medical advice.

FOR AN APPOINTMENT TO SEE MEDICAL ADMINISTRATION:

Send an "Inmate Request to Staff Member" form to the Health Services Department. Explain the reason for requesting the appointment.

ROUTINE MEDICAL APPOINTMENTS (Sick Call)

To make a routine appointment, bring your Commissary ID Card and report to the Health Services Department between the hours of 7:00 A.M. and 7:15 A.M., Monday, Tuesday, Thursday, and Friday, except for holidays. You will be given a triage form to complete regarding your medical complaint. A medical staff member will conduct triage of your complaint. If an appointment is required, you will be given an appointment slip with the date and time you are to report back for further evaluation. Appointments will be assigned in accordance with the Bureau of Prisons Triage Guidelines. You will need to give your detail supervisor the appointment slip so that he/she can make arrangements for your medical appointment. You should report to Health Services within five minutes of your appointment.

CHRONIC CARE APPOINTMENTS

During your intake physical all medical conditions will be assessed by the Health Services staff to determine if your medical conditions require regular monitoring. If so, you will be placed into a chronic care clinic for your specific condition. **Every 6 months** you will be placed on call-out for clinic. During

this clinic visit your condition will be assessed and you will be prescribed medications, testing ordered, and if needed, restrictions given. Your clinic visit is very important because this allows for both you and our staff to assess the success of your treatment plan or make adjustments as needed. When you come to a clinic visit, you will need to bring all of your medications and restriction documentation.

DENTAL APPOINTMENTS

As part of the Admission and Orientation process, you will be seen in the dental clinic for a full dental exam. ***If routine dental treatment is needed, you will need to submit an Inmate to Staff Request.*** Dental problems may occur during your stay here, and in the event you need to see the Dentist, please report to sick call. You may request other dental services, such as annual checkups, cleaning, etc., through an "Inmate Request to Staff Member" form addressed directly to the Dentist.

INMATE CO-PAY

A \$2.00 co-pay fee will be deducted from your trust fund account for each time you seek medical or dental attention:

Co-pay is charged for: Sick call appointments
 Dental sick call
 Dental x-rays

Inmate requests to see the physician without a referral from the MLP. You will NOT be charged for Chronic Care Clinic visits, Referrals to a consultant or outside facility.

PHARMACY

MEDICATION (PILL LINE) TIMES:

You may be required to take medication as a result of your medical condition. In order to receive your medication, it may be necessary for you to report to Health Services at one or more times during the day. If you are prescribed with pill line medication(s) please be sure that you have your ID card. You must have your ID card before medication will be given to you. The times medications are dispensed are as follows:

7:00 A.M. - 7:15 A.M. - SPC pill line medications only

3:15P.M. - 3:30 P.M. - SPC pill line

SPC will have pick-up prescriptions at the evening pill line only

MEDICATION REFILLS: When you need a refill of a medication, you will fill out the refill request form and place it into the refill box located outside the pill line window in Health Services. Do NOT put your empty pill bottle or tubes in the box. You need to put the refill in the box by 7:30am in order to receive you refill the next day. If you take chronic (i.e. high blood pressure) medications, plan ahead to ensure you do not run out of medication over the weekend.

ID CARDS ARE REQUIRED FOR YOU TO RECEIVE MEDICATIONS

PHYSICAL EXAMINATIONS:

Within the first 14 days at SPC Three Rivers, you will be given a complete physical examination. This will include Tuberculosis testing, visual and hearing tests, and immunizations (if required). Other tests may be ordered if medically necessary to ensure a proper assessment of your medical condition. Your name will appear on the call-out for your physical. You will need to bring your ID card and any medications you are taking.

MEDICAL CARE LEVEL

The BOP has developed a medical care level system to ensure inmates are placed in an institution that can provide them the necessary medical care. There are four care levels. SPC Three Rivers is a Care Level One institution, which allows inmates to have chronic medical conditions, but only if stable and require minimal monitoring. After your physical is completed you will be assigned a medical care level. Your care level may change throughout your incarceration if you experience new medical problems or injuries. If your care level changes you will be transferred to an appropriate institution to meet your needs.

DUTY STATUS:

As soon as you have completed the A&O process, you will be assigned a medical classification for duty. Changes in your medical condition may require reclassification of your duty status during your incarceration. Temporary illness or recovery from medical problems may affect your duty status temporarily, when possible you will be cleared to return to work and/or school. The Health Services Department does not recommend job assignments. We provide physical limitations/restrictions only.

EYEGLASSES AND CONTACT LENSES:

In order to be placed on the list to receive an examination for eye glasses, send an "Inmate Request to Staff Member" to Medical Records. You will be placed on the call-out for your appointment time. After your exam, you have two options to pick from for glasses. The Health Services Department can order glasses for you or you may purchase a pair from an outside source. If you choose to purchase your own glasses, you may request a copy of your eyeglass prescription from Health Services. Then your Unit Counselor will provide you with an "Authorization to Receive a Package" form that will be routed through Health Services for approval. All glasses will be valued at less than \$100.00. The glasses can not be designer style frames, nor have tinted lenses.

SAFETY ORTHOPEDIC SHOES:

With a very few exceptions, all institutional job assignments require you to wear safety (steel toed) shoes on the job. The institutional shoe/boot meets job safety requirements. In the event you have a medical condition that requires special shoes, the Health Services Department will provide you with them.

OUTSIDE MEDICAL CONSULTATIONS:

There are times when a medical condition may require treatment in a local hospital, a contracted physician's office, or a Federal Medical Center. Each referral for outside medical care is approved or denied by the Utilization Committee. You will be notified in writing of the committee's decision. If approved for outside medical care, we expect you to be a responsible adult and conduct yourself accordingly. Following treatment at a contract facility or a BOP Medical Center, you will be returned to FCI Three Rivers.

HIV TESTING:

As part of the A&O process, you will receive detailed instructions about HIV and AIDS, how it is contracted, and how it is treated. One of the obvious reasons for testing for the HIV virus is to identify the disease early. Early detection assures the best medical care. Here are some other reasons for HIV testing:

Clinical Indications - Fungal infections of the mouth, persistent swelling of the lymph nodes, bleeding, unexplained weight loss or fevers.

Mandatory Testing - A percentage of the inmate population is tested. If your registration number appears on the random testing list, you will be placed on the call out for testing.

By policy, you will be counseled before the test and when you receive the results. Watch the call out for an appointment for post-test counseling. Test results are strictly confidential.

MEDICAL CALL-OUTS:

Watch the call-outs every day to determine if you are scheduled for clinical appointments, laboratory, or X-Ray procedures, physical, dental clinic, or follow-up visits. Medical call-outs are mandatory. An incident report will be generated for failure to report for medical appointments.

EMERGENCY MEDICAL PROBLEMS:

If you experience a medical emergency, contact any institution staff before going to Health Services. They will contact the medical staff for you. Medical staff are not always in the Health Services Unit. They may be at the Camp, or in other areas of the Institution.

REMEMBER: The quickest way to get emergency help is to notify the first Staff Member you see. Explain the situation and let him/her manage the problem from there. Medical staff will be contacted and you will be given instructions, or they will respond to your location with emergency medical equipment when necessary. Likewise, if you are aware of someone else in need of emergency medical care, notify a Staff Member immediately.

SPECIAL HOUSING UNIT (SHU) SICK CALL:

Inmates confined in SHU will be offered sick call once a day by a health care provider. Dental services will be limited to dental emergencies only. Pill lines will be conducted twice a day (as necessary).

LIVING WILLS:

Inmates who wish to have a living will, may contact a private attorney to prepare the documents at the inmates expense. Then the inmate can provide their living will to medical records.

RULES AND REGULATIONS

Every inmate assigned to the Satellite Camp is issued a copy of the Camp rules during the A&O program. You are required to know and abide by the rules and regulations set forth by the Camp Administrator. Inmates are expected to maintain their individual areas with a high standard of sanitation. Sanitation is strictly enforced, both throughout all Camp areas and the housing units. Any violation of the rules and regulations will result in appropriate disciplinary action.

Call-Out/Change Sheet

A Call-Out/Change Sheet is printed daily and is posted on the housing unit bulletin boards. This sheet will officially notify you of any scheduled appointments or assignment changes you may have for the following day. You are responsible for reviewing the Call-Out/Change Sheet daily. It is your responsibility to make sure you are at your scheduled appointments on time. Failure to report to a scheduled appointment will result in disciplinary action.

Common Areas

All mops and mop buckets must be stored in utility closets when not in use. The mops and buckets are to be cleaned prior to storing them in the closet. Common areas are to be kept clean and uncluttered.

Equipment

Irons and ironing boards are available for your use. They are to be stored in utility closets when not in use. Cleaning equipment is also available and will be inspected upon return.

Sanitation

Beds will be made in the prescribed manner prior to work call, which is 7:30 a.m. Monday through Friday, and upon arising, but not later than 9:00 a.m., on weekends and holidays. Bottom sheets will be tucked in on all sides and top sheets will be tucked in on the bottom and sides of the bed. Inmates who are on idle status or on their day off may lie on a made bed and may use an extra blanket. No sleeping is allowed from 8:00am - 3:30pm Monday through Friday, with the exception of Powerhouse Morning shift workers and inmates with medical authorization.

Lockers are to be kept in a neat and uniform manner. All personal clothing is to be folded and stored in lockers. Institution clothing is to be hung neatly on the locker rods. No clothing is to be left on beds, chairs, etc. Shoes are to be placed under the bed on the shoe rail. No cardboard or excess paper items are allowed in the living areas, as they constitute a fire hazard. All personal property is to be stored in the locker when not in use. **If left out in the cubicle, it is subject to confiscation.** Each inmate is assigned one locker - empty lockers are not to be used for additional storage. Excess property is to be mailed out or disposed of. Pictures are not to be hung on the walls or the outside of lockers. Lockers should be clean at all times. Each inmate is allowed one mattress, one pillow, one pillow case, two sheets and two blankets. Under no circumstances are these items to be taken outside or to another area. Each inmate is responsible for the cleanliness of his area, which includes under and around his bed and locker. Inmates in a cubicle share responsibility for keeping it clean. Living areas must be swept, mopped, and trash removed daily.

No musical instruments are to be played in dormitories or common areas. A music room is available in the hobbycraft shop for practice. Only battery operated radios with earphones purchased from the commissary are allowed at the Camp.

Accountability

Inmates are to check in with the Camp Officer prior to 8:00 a.m. and 12:30 p.m. for accountability purposes.

Smoking

Smoking is strictly prohibited in all areas.

Mail

Legal and certified mail will be distributed by staff when received in the Camp Administration Building. All other mail will be distributed by the Camp Officer during the evening mail call in the housing units. Mail call will be announced over the public address system. It is your responsibility to attend mail call when announced. Inmates are not allowed to pick up any other inmate's mail.

Counts

Institutional counts are conducted every weekday at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m. and 9:30 p.m. On weekends and holidays, an additional 10:00 a.m. count will be conducted. Inmates are required to stand up for the 4:00 p.m. and the additional 10:00 a.m. counts. Inmates are to remain in their housing units until the count has cleared. Inmates are required to be in their assigned area at official count times, regardless of whether the count is announced or not - counts are announced as a courtesy. You must remain quiet and not move during the count.

Nothing should obstruct the view of the officer during count. Failure to be in your assigned area, distracting the Officers or otherwise interfering with a count will result in disciplinary action.

Possession of Electronic Items

Be advised that the unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate discipline system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a **Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.**

Meal Schedule

Camp inmates are given three meals per day. Meals are eaten in the dining hall only. Under no circumstances is food to be taken out of the dining hall.

The serving schedule is as follows, but may vary slightly (mainline begins when the meal is ready to be served):

Breakfast	6:00-7:00 a.m.
Coffee Hour	6:30-7:30 a.m. (Weekends only)
Brunch	10:30-11:30 a.m. (Weekends/Holidays)
Lunch	10:30-11:30 a.m.
Dinner	Immediately following the 4:00 p.m. count

Inmates must be attired in appropriate institutional green clothing and footwear for all noon meals except weekends and holidays. No hats or headbands of any type are authorized in the dining hall unless approved by the Chaplain. Shirts are to be tucked into trousers. No container of any kind, will be allowed in the dining hall.

Inmate Visiting

Visiting hours for the FCI and SCP are established as follows:

**Saturday, Sunday, and all Federal holidays from
8:00 A.M. until 3:00 P.M.**

Visitors over the age of sixteen (16) must have valid proof of their identity. The acceptable forms of identification which may be presented by an inmate's visitor to gain admittance into the institution is a current state or federal approved photo identification. This need not be the only means of identification (staff shall verify the identity of each visitor through driver's license, photo identification, etc., prior to admission of the visitor to the institution).

If a visitor does not present appropriate documentation, they will not be authorized to visit. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult at all times to include when playing in the outside play area. Exceptions in unusual circumstances may be made by special approval by the Warden. At no time will the Visiting Room Officer be allowed to accept articles or gifts of any kind for an inmate from a visitor. No items will be given to visitors by an inmate without the prior written approval. It is the responsibility of the inmate to advise his friends and family not to visit prior to the inmate receiving notification from the Unit Team that they have been authorized as visitors. Each inmate will be authorized no more than 20 visitors on their visiting list. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list.

Visitors will dress appropriately and avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e., green, khaki, orange and camouflage). Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit, including the control of his visitor(s). No items will be given to visitors by an inmate without the prior written approval as noted in this supplement. See Attachment E & F for appropriate information to be given to your visitors.

Inmate Dress Code: All inmates must wear issued green uniform clothing that is clean and in neat condition. Shirts must be worn and must be tucked in. Socks must also be worn. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others.

Inmate Property Authorized: The inmate will not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one plain wedding band, one white handkerchief and photo tickets purchased in the Visiting Room vending machine. Inmates are not allowed to exit the Visiting Room with any items purchased from the vending machines. Medication, such as nitroglycerine tablets, may be permitted when authorized by the Health Services Administrator. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and will remain at the officer's desk. Oxygen tanks will be permitted once they have been checked by the Front Entrance Officer and the #1 Visiting Room Officer prior to being brought into the Visiting Room.

Unit Staff will provide inmates with written directions for transportation to and from the institution. Similarly, the inmate will be provided with a narration which will identify

routes which are commonly used for traveling to and from the institution. Inmates will need to make their visitors aware there is no taxi service available in the local area.

Legal Visits

Attorney visits will take place during regular business hours and are subject to approval in advance by the Warden. The Unit Team will be responsible for providing adequate supervision for attorney visits.

Special Visits

Special visits for family emergencies or other highly unusual circumstances are not routinely approved. However, a special visit must be authorized in advance by the Camp Administrator or the Warden.

Laundry

Clothing and bedding exchange is on Friday from 6:15 - 7:15 a.m. Pick up is scheduled on Friday from 11:30 a.m. - 12:30 p.m.

Telephones

The Trust Fund ITS is a debit billing system which requires the inmate to maintain an account for payment of each call. The inmate's Trust Fund account is accessed by using a personal phone access code (PAC). Inmates may submit up to 30 proposed names and telephone numbers to be included on their telephone list using the Telephone Number Request form. For further additions to the list, an inmate is required to submit an additional Telephone Number Request form. These forms may be obtained from your Counselor.

Attorneys may be included on an inmate's telephone list with the understanding that all calls made through the Trust Fund Telephone System (ITS) are subject to monitoring. Unmonitored legal calls are available through appointment with your Case Manager; however, you are expected to routinely handle your legal matters through correspondence. Placement and duration of any telephone call is subject to the availability of inmate funds. The maximum length for a telephone call is 15 minutes. Inmate telephone calls are automatically disconnected after 15 minutes or when ITS funds are depleted. A warning tone is provided approximately one minute before the call is disconnected. If adequate ITS credits for at least a three minute call are not available, the call will be denied by the ITS program. Changes to your telephone list are to be made through your Counselor.

Barber Shop

Inmates are expected to maintain a high standard of personal hygiene and appearance. We do not regulate the length of hair, but do require a neat and clean appearance. No hair trimming will be done outside the Barber Shop. The Barber shop is located next to the commissary and operates six days per week on a voluntary basis. A schedule is posted in the Barber Shop and on the Unit Bulletin Boards.

Fire exits

Fire exits are to be used for emergency use only. They are not to be used for mop storage or lounging. Inmates are not to use the fire exits for routine entry/exit of the units. Sidewalks are to be used at all times. **No shortcuts through the grass are authorized.**

DIRECTIONS TO FCI/SCP THREE RIVERS

from San Antonio

Take I-37 South for approximately 1 hour, 75 miles.
Take the Hwy 281, Three Rivers/Alice exit.
Travel for approximately 3 miles to the town of Three Rivers.
At the 3rd traffic light turn right and travel approximately 8 miles. The facility will be on the left.

from Corpus Christi

Take I-37 North for approximately 1 hour, 75 miles.
Take the Hwy 72, Three Rivers/Kenedy exit.
Turn left, heading west, for approximately 3 miles
At the traffic light turn left
At the second traffic light turn right and travel approximately 8 miles. The facility will be on the left.

See Attachment D for map to our facility.

CONCLUSION

The above information is an overview and is not comprehensive. You will receive more information during the A&O program. If you are unclear about any information in this handbook or your responsibilities, or if you want to know the correct procedure for addressing an issue or concern, consult with unit staff for direction. They are available to answer your questions and provide additional information.

- ATTACHMENT A -

Program Statement 5270.07
CN 12 10/11/2000

Chapter 4, Page 4

[TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE]

GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

- 100 Killing**
- 101 Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)**
- 102 Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence**
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)**
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition**
- 105 Rioting**
- 106 Encouraging others to riot**
- 107 Taking hostage(s)**
- 108 Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade) POSSESSION OF ELECTRONIC ITEMS - Be advised that the unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate discipline system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.**
- 109 (Not to be used)**
- 110 Refusing to provide a urine sample or to take part in other drug-abuse testing**
- 111 Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff**
- 112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff**
- 113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.**
- 197 Use of the telephone to further criminal activity.**

- 198 Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.

HIGH CATEGORY

- 200 Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions--without violence.
- 201 Fighting with another person
- 202 (Note to be used)
- 203 Threatening another with bodily harm or any other offense
- 204 Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing
- 205 Engaging in sexual acts
- 206 Making sexual proposals or threats to another
- 207 Wearing a disguise or a mask
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure
- 209 Adulteration of any food or drink
- 210 (Not to be used)
- 211 Possessing any officer's or staff clothing
- 212 Engaging in, or encouraging a group demonstration
- 213 Encouraging others to refuse to work, or to participate in a work stoppage
- 214 (Not to be used)
- 215 Introduction of alcohol into BOP facility
- 216 Giving or offering an official or staff member a bribe, or anything of value
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value
- 219 Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission

- 222 Making, possessing, or using intoxicants
- 223 Refusing to breathe into a breathalyser or take part in other testing for use of alcohol
- 224 Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)
- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).
- 298 Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.

MODERATE CATEGORY

- 300 Indecent Exposure
- 301 (Not to be used)
- 302 Misuse of authorized medication
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized
- 304 Loaning of property or anything of value for profit or increased return
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels
- 306 Refusing to work, or to accept a program assignment
- 307 Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)
- 308 Violating a condition of a furlough
- 309 Violating a condition of a community program
- 310 Unexcused absence from work or any assignment
- 311 Failing to perform work as instructed by the supervisor
- 312 Insolence towards a staff member
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)
- 315 Participating in an unauthorized meeting or gathering
- 316 Being in an unauthorized area
- 317 Failure to follow safety or sanitation regulations
- 318 Using any equipment or machinery which is not specifically authorized
- 319 Using any equipment or machinery contrary to instructions or posted safety standards

- 320 Failing to stand count
- 321 Interfering with the taking of count
- 322 (Not to be used)
- 323 (Not to be used)
- 324 Gambling
- 325 Preparing or conducting a gambling pool
- 326 Possession of gambling paraphernalia
- 327 Unauthorized contacts with the public
- 328 Giving money or anything of value to, or accepting money or anything of value from:
another inmate, or any other person without staff authorization
- 329 Destroying, altering or damaging government property, or the property of another person,
having a value of \$100.00 or less
- 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance
with posted standards
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous
contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a
weapon capable of doing serious bodily harm to others, or not hazardous to institutional
security or personal safety; Other non-hazardous contraband includes such items as food or
cosmetics)
- 332 Smoking where prohibited
- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling,
possession and/or use of another inmate's PIN number, three-way calling, providing false
information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the
Moderate Severity nature.) This charge is to be used only when another charge of moderate
severity is not applicable.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution
or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature.) This charge
is to be used only when another charge of moderate severity is not applicable.

LOW MODERATE CATEGORY

- 400 Possession of property belonging to another person
- 401 Possessing unauthorized amount of otherwise authorized clothing
- 402 Malingering, feigning illness
- 403 (Not to be used)
- 404 Using abusive or obscene language
- 405 Tattooing or self-mutilation
- 406 (Not to be Used)
- 407 Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific
period of time, of these privileges may often be an appropriate sanction G)
- 408 Conducting a business
- 409 Unauthorized physical contact (e.g., kissing, embracing)
- 410 Unauthorized use of mail (Restriction, or loss for a specific period of time, of these
privileges may often be an appropriate sanction G)(May be categorized and charged in
terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is
used for planning, facilitating, committing an armed assault on the institution's secure
perimeter, would be charged as Code 101, Assault)
- 497 Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute
time limit for telephone calls; using the telephone in an unauthorized area; placing of an

- unauthorized individual on the telephone list).
- 498 Interfering with a staff member in the performance of duties. Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.

SANCTIONS FOR COMMITTING PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
- C. Disciplinary Transfer (recommend).
- D. Disciplinary segregation (up to 15 days).
- E. Make monetary restitution.
- F. Withhold statutory good time.
- G. Loss of privileges: commissary, movies, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.
- O. Reprimand.
- P. Warning.

[INMATE RIGHTS AND RESPONSIBILITIES §541.12]

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.]

[RIGHTS

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

RESPONSIBILITIES

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.]

Federal Bureau of Prisons

Health Care Rights and Responsibilities

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care providers.

Your Health Care Rights:

1. You have the **right to access** health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.
4. You have the right to provide the Bureau of Prisons with **Advance Directives or a Living Will** that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. **This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.**
6. You have the right to obtain copies of certain releasable portions of your health record.

Your Responsibilities:

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. **You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.**
2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Inmate Grievance Procedures*.
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

Your Health Care Rights:

7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
9. You have the right to report complaints of pain to your health care provider, **have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.**
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.

Your Responsibilities:

7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.

Your Health Care Rights:

15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

Your Responsibilities:

15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

Map to FCI/SCP Three Rivers, Texas

**THE FOLLOWING CLOTHING AND ITEMS WILL NOT BE AUTHORIZED IN THE
FCI AND FPC VISITING ROOM**

CLOTHING NOT AUTHORIZED (TO INCLUDE CHILDREN AGES 4 AND OVER)

- Dresses, shirts, or mini-skirts with long slits in the middle or side;
- Mini-skirts or wrap around skirts;
- Sleeveless, strapless or bareback blouses or dresses;
- Tight, form-fitting or see through clothing. This includes see through shirts with a shirt underneath;
- Deep v-neck blouses, shirts or dresses;
- Shorts or skirts more than two (2) inches above the knee;
- Caps, hats, and scarves of any kind;
- Long coats, sweaters and jackets that have hoods attached or extended below the knee;
- Clothing of any type which would symbolize gang activity or gang affiliation;
- Halter tops or midriff shirts. Shirts will be tucked in or belted for all visitors ages 4 and over;
- Fish net shirts, pants or any other like clothing items;
- Lycra or spandex clothing;
- Athletic shorts/sweat pants (cloth material) / wind suits;
- Swim wear;
- Slippers;
- Shower shoes or “flip flop” type shoes.

ITEMS NOT AUTHORIZED

- Weapons, ammunition, pocket knives, handcuffs, handcuff keys of any type;
- Cosmetics of any kind;
- Electronic devices, games and toys of any kind;
- NO cigarettes, cigarette lighters, pipes or chewing tobacco;
- Photos, albums and photographic material;
- Radios, cassettes, walkmans and any recording devices;
- no more than three (3) baby bottles with milk or formula;
- no more than three (3) baby diapers;
- no more than one receiving blanket per child ages 0-12 months;
- Glass containers and cans;
- Baby powder, ointments and cans;
- Purses, change bags, baby wipe containers and diaper bags that are not see through;
- Pens, pencils, stationary and papers of any type;
- Magazines, books, and the Bible;
- Sunglasses;
- Umbrellas;
- Candy, gum or food items of any type;
- Eating and drinking utensils;
- Baby carriers and strollers;
- Khaki, orange or Camouflage colors.

ATTACHMENT F
VISITOR INFORMATION SHEET FOR FAMILY

Visiting Hours

Weekends and Holidays:
8:00 a.m. to 3:00p.m.

Welcome

To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, and others in the community. We have outlined the following guidelines in effort to maintain the security and orderly operation of this institution. Any visit which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied or terminated at any time. Visitation is a privilege not a right. The processing of potential visitors at the respective entrance will ordinarily begin no earlier than 15 minutes prior to the beginning of visiting hours, and will terminate no later than one (1) hour prior to the end of visiting hours. All visitors in the visiting room will be required to exit when visiting hours are over. All visitors must be verified and/or approved in advance by the inmate's Unit Team prior to visiting. Normally, no more than six (6) visitors, including minor children will be permitted to visit at any one time. Should more than six (6) authorized visitors arrive at the same time, a split visit may be arranged. A split visit is defined as a visit where one or more of these visitors leave the Visiting Room to be replaced by other authorized visitors. Those visitors departing the Visiting Room must leave the institution grounds. Individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting the same day. Visitors under sixteen (16) years of age must be accompanied by a responsible and approved adult visitor. Visitors will be responsible for keeping children under their direct control and supervision at all times. Failure to do so may result in termination of the visit. All visits must be conducted in a quiet, orderly, and dignified manner. The visiting room officer may terminate visits that are not conducted in the appropriate manner.

Parking

Pets are not permitted on the institution grounds and may not be left in parked vehicles. Visitors and/or unapproved visitors are not permitted to wait in their vehicles on institution grounds. All vehicles must be locked and may not contain prohibited items such as firearms, ammunition, explosives, illegal drugs or narcotics, or alcohol beverages. All visitors and vehicles are subject to search.

Warning

It is a federal crime to bring upon the institution any weapons, intoxicants, drugs, or other contraband. Title 18, U.S. Code, Section 1791 provides a penalty of imprisonment for not more than twenty (20) years, a fine, or both, to a person who provides or attempts to provide to an inmate anything whatsoever without the knowledge and consent of the Warden. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a required prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the searches or test on entrance procedures, with the result that the visitor will not be permitted entry to the institution.

Visitors Attire

Visitors are expected to use good judgement and taste in their dress, persons who come dressed

immodestly and/or provocatively dressed may be denied the privilege of visiting. Dresses, skirts, or Bermuda type shorts may not be worn more than two (2) inches above the knees at any time. No portion of the breast may be exposed. The wearing of t-shirts or other form fitting clothes by females visitors are prohibited. Prohibited clothing items include, but are not limited to: see-through; fish net; form-fitting (Lycra or Spandex); low-cut backless; sleeveless; and strapless blouses or dresses; athletic shorts; sweat pants; halter tops; swim wear; clothing which exposes the midriff portion of the body, and other revealing clothing items. The wearing of any type of club, gang, or other organization symbols is strictly prohibited. Tight, provocative dress is not acceptable at any time in the Visiting Room. The wearing of prohibited clothing items under coats or jackets is also prohibited. During inclement weather, a light jacket or coat may be worn.

Visitor Registration

Upon arrival at the institution, processing time can exceed 30 minutes when there is a large group of visitors waiting to be processed. Departing the Visiting Room may require several minutes due to the procedures required for processing visitors out. The Warden shall maintain a record of visitors to each inmate. The visitor's signature may be required on that record and shall be required on at least one visiting log or record maintained by the institution. **CAUTION: INFANTS AND SMALL CHILDREN ARE NOT TO BE PLACED ON THE COUNTER TOP DURING PROCESSING OR AT ANY OTHER TIME IN THE VISITING ROOM FOR SAFETY REASONS.** Visitors must have valid proof of their identity with them such as a drivers license, state identification card, or passport. If a visitor does not present identification with a photograph, the visitor will not be allowed to visit. Each adult visitor will be required to complete a form BP-S224.022 "Notification to Visitor", regarding the possession of contraband, and sign a Declaration contained on the reverse side of the form.

Prohibited items

Inmates are furnished all necessities. Visitors will not bring articles or gifts of any kind into the Visiting Room. Prohibited items include but are not limited to the following items: large hand bags, cosmetics, umbrellas, instant type photos, blankets, television sets, pocket knives, electric games, toys, magazines, books, chewing gum, food items, baby carriers or strollers, coffee cups, picnic suppliers, table cloths, eating utensils, thermos/sports bottles, athletic/sports equipment, sunglasses, pens, pencils, etc.

Infant Care Items

Infant care items for visitors with infant children must be limited for security reasons. Pre-mixed formula and other liquids or foods in sealed original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, three (3) DIAPERS, WET WIPES, and ONE SMALL BLANKET. Baby powders, ointments, creams, bowls, cups, etc. are not permitted. Mothers who breast feed must have a small blanket or other type of covering to insure the Breast is not exposed during nursing.

Food Items and Money

Food items are not permitted to be brought into the institution, except as outlined above for infant care. Visitors may purchase food, snacks, candy, etc., from vending machines located inside the Visiting Room. These items must be consumed during the visit by inmates and visitors in order to maintain security. Visitors are limited to twenty (\$20) dollars per adult person, and are requested to have the necessary change for the vending machines. **Money cannot be left to be placed in an inmates account.**

Inmate Property

Inmates shall not take anything to his visit except property identifiable as: one (1) pair of prescription glasses, one (1) comb, one (1) plain wedding band, and one (1) white handkerchief. Religious medals are not authorized to be worn inside the visiting room.

Location

The city of Three Rivers is located between the cities of San Antonio and Corpus Christi off Interstate Highway 37.

To reach the institution from the north, take Interstate 37 south to the Three Rivers exit. Drive approximately six (6) miles to the third Stop light. Turn right and follow state highway 72 approximately eight (8) miles west to the main entrance.

To reach the institution from the south, take Interstate 37 north to the Three Rivers exit and turn left. Drive to the first stop light and turn left, and follow state highway 72 approximately eight (8) miles west to the main entrance.

Speed limit signs and directions for visitors parking are posted for both the main institution and the camp. There is no taxi service available in the local area.

General Information

Appropriate embracing and kissing at the beginning and ending of a visit is acceptable, but any excessive display of affection during the visit which may lead to offending other visitors will not be permitted. Sitting in laps by adults, and laying on the ground is prohibited. Any violation of excessive contact may result in termination of your visit.

While in the Visiting Room, children and adults are prohibited from sitting and laying on tables. Chairs are not to be moved at any time.

Normally, you will be permitted to visit as long as possible, but it may be necessary, on occasions, to limit the amount of visiting time in order to relieve overcrowding. In this instance, visitors who reside in the local area and visit frequently will be the first to have their visit terminated. Visitors are allowed one visit per day. Visitors may not leave the institution and return later to resume their visit on the same day.

During institution emergency the Warden may terminate and/or suspend all visiting operations for the duration of the emergency.

Failure to comply with those instruction may result in the termination of the visit and suspension or cancellation of visiting privileges.

We know that visits from family, loved ones and friends are important to the men confined here. We hope you will be able to visit and have continuing positive relationships with your friends and loved ones.